

**NOTICE OF HIPAA SPECIAL ENROLLMENT  
RIGHTS FOR HEALTH PLAN COVERAGE**

If you decline enrollment in the State of Arizona's health plan for you or your dependents (including your spouse) because of other health insurance or group health plan coverage, you or your dependents may be able to enroll in the State of Arizona Employee's health plan without waiting for the next open enrollment period if you:

- Lose other health insurance or group health plan coverage. You must request enrollment within 31 days after the loss of other coverage.
- Gain a new dependent as a result of marriage, birth, adoption or placement for adoption. You must request health plan enrollment within 31 days after the marriage birth, adoption, or placement for adoption.
- Lose Medicaid or Children's Health Insurance Program (CHIP) coverage because you are no longer eligible. You must request medical plan enrollment within 60 days after the loss of such coverage.

If you request a change due to a special enrollment event within the 31-day timeframe, coverage will be effective on the date of birth, adoption or placement for adoption. For all other events, coverage will become effective the earlier of (a) the first day of the first pay period following your request for enrollment or (b) the first day of the next month following your request for enrollment. In addition, you may enroll in the State of Arizona's health plan if you become eligible for a state premium assistance program under Medicaid or CHIP. You must request enrollment within 60 days after you gain eligibility for medical plan coverage. If you request this change, coverage will be effective the first of the month following your request for enrollment. Specific restrictions may apply, depending on federal and state law.

Note: If your dependent becomes eligible for a special enrollment rights, you may add the dependent to your current coverage or change to another health plan.

Arizona Department of Administration  
Human Resources-Benefits  
100 N. 15th Ave., Suite 260  
Phoenix, AZ 85007  
Phone: 602-542-5008 or 800-304-3687  
Fax: 602-542-4744  
Email: [BenefitsIssues@azdoa.gov](mailto:BenefitsIssues@azdoa.gov)  
[www.benefitoptions.az.gov](http://www.benefitoptions.az.gov)